

**COUNCIL AGENDA
CITY OF CARTHAGE, MISSOURI
TUESDAY, NOVEMBER 27, 2018
6:30 P.M. – COUNCIL CHAMBERS**

1. Call to Order
2. Invocation
3. Pledge of Allegiance to flag
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meeting
6. Presentations/Proclamations
7. Public Comments
(Each person addressing the Council shall state their name and address or the organization or firm represented and is limited to no more than five (5) minutes. The time may be extended by the chair if deemed necessary. Once a person has had their say on a particular issue they are not permitted to once again speak on the issue unless called to answer any further questions by the Council or Chair)
8. Reports of Standing Committees
9. Reports from Special Committees and Board Liaisons
10. Report of the Mayor
11. Reports/Remarks of Councilmembers
(Each Councilmember is limited to no more than two (2) minutes. The time may be extended by the Chair if deemed necessary. Once a Councilmember has had their say on a particular issue they are not permitted to once again speak on the issue unless permitted by the Chair)
12. Administrative Reports
13. Report of Claims Presented Against the City
14. Public Hearings
15. Old Business

1. **C.B. 18-40** – An Ordinance authorizing the Mayor to enter into a contract with Hunter Chase & Associates of Springfield, in the amount of \$285,999.00 for storm improvements, in the City of Carthage, Missouri. (Public Works)
2. **C.B. 18-41** – An Ordinance authorizing the Mayor to enter into a contract with Hunter Chase & Associates of Springfield, in the amount of \$612,648.00 for storm water improvements and road improvements on Fairview Ave, in the City of Carthage, Missouri. (Public Works)
3. **C.B. 18-42** – An Ordinance authorizing the Mayor to enter into a contract with J-Builders, in the amount of \$92,396.67 for construction and renovation of space in City Hall for offices, in the City of Carthage, Missouri. (Public Works)

16. New Business

17. Mayor's Appointments

- Planning, Zoning & Historic Preservation Commission
- Public Safety Committee

18. Resolutions

1. **Resolution 1858** – A Resolution authorizing the filing of an application with the Missouri Department of Natural Resources, State Revolving Fund Program for loans under the Missouri Clean Water Law (Section 644, RSMO) (Carthage Water & Electric)

19. Closing Comments

20. Executive Session

21. Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING

MINUTES OF THE MEETING OF THE CITY COUNCIL
CITY OF CARTHAGE, MISSOURI
November 13, 2018

The Carthage City Council met in regular session on the above date at 6:30 P.M. in the City Hall Council Chambers with Mayor Dan Rife presiding. Fire Chief Roger Williams gave the invocation and Police Chief Greg Dagnan led the flag salute.

The following Council Members answered roll call: Mike Daugherty, Darren Collier, Brady Beckham, Kirby Newport, Juan Topete, David Armstrong, and Ceri Otero. Council Members Alan Snow and James Harrison were absent. City Administrator Tom Short and City Attorney Nate Dally were present.

The following Department Heads were present: Police Chief Greg Dagnan, Fire Chief Roger Williams, Parks Director Alan Bull and City Clerk Traci Cox.

Mr. Daugherty made a motion, seconded by Mr. Armstrong, to approve the minutes of the October 23, 2018 Council Meeting. Motion carried unanimously.

During Citizens Participation Period: Auna' Willis, 1119 S. Main, thanked Chief Dagnan for officer's professionalism that was displayed regarding the First Amendment video, thanked the Public Works Department for clearing the roads and gave an update on the TNR program at the Carthage Humane Society.

State Representative Cody Smith presented a State Resolution to Brad Cameron honoring him for his 38 years of service to the City of Carthage as Municipal Court Judge. Mr. Smith also presented a State Resolution to Mike Harris, former council member and Mayor, honoring him for his 22 years as a public servant.

Mr. Collier reported the Budget, Ways and Means Committee was between meetings with the next meeting scheduled for December 10.

Ms. Otero reported the Committee on Insurance/Audit and Claims met on this date in the Council Chambers and approved the claims. Progress on an employee Wellness Program was also discussed.

Mr. Collier reported the Public Safety Committee was between meetings with the next meeting scheduled for November 19.

Mr. Beckham reported the Public Services Committee was between meetings with the next meeting scheduled for November 20.

Mr. Daugherty reported the Public Works Committee met on November 6. Bids for miscellaneous stormwater projects, Fairview Widening and Stormwater project, and construction of new IT offices were reviewed and approved.

Special Committee and Board Liaison reports were given by Mr. Topete for the Kellogg Lake Board and the Tree Board, Ms. Otero for the Harry S Truman Coordinating Council, Carthage Humane Society and MML Southwest Regional Meeting, and Mr. Daugherty for the Carthage Convention and Visitors Bureau and Chamber of Commerce.

Mayor Rife reported on a meeting with a representative from the Census Bureau.

During Council Member reports, Ms. Otero encouraged all council members to think about new ideas to restructure the Parks Director position that would be most beneficial to the city upon the retirement of the current director.

City Attorney Nate Dally discussed meetings with the Public Works Director regarding dangerous buildings and current court operations including the possibility of a new software system.

Police Chief Greg Dagnan discussed the First Amendment Audit noting it is a national trend. Chief Dagnan also congratulated Brad Cameron and Mike Harris on their well-deserved recognition.

Fire Chief Roger Williams gave an update on construction of Fire Station #2 and calls during the hazardous weather.

City Administrator Tom Short reported on the following: a TAC meeting, Humane Society billings, Region M grant program, discussions with the Public Works Director relating to meetings with MoDOT regarding railroad crossings, interviewing for the Administrative Secretary position, sales tax revenues, and City closings for Thanksgiving.

The Committee on Claims filed a report in the amount of \$2,916,260.60 against the following funds: General Revenue \$134,214.95, Public Health \$2,991.63, Parks Stormwater \$199,486.43, Golf Course \$15,358.18, Lodging \$8,500.00, Parks & Recreation \$60.54, Library \$24,747.34, Capital Improvements \$28,939.61, Payroll \$501,961.92 and Carthage Water & Electric \$2,000,000.00. Ms. Otero made a motion, seconded by Mr. Armstrong, to accept the report and allow the claims. Motion carried.

Under old business, **C.B. 18-39** – An Ordinance authorizing the City of Carthage, Missouri, to enter into a Lease-Purchase Transaction with Landmark Bank, as Lessor, and the Missouri Association of Municipal Utilities, as Administrator, for certain public improvements for the City of Carthage, Missouri, and authorizing and approving certain actions in connection with the execution and delivery of said Lease-Purchase Transaction was placed on second reading followed by a roll call vote of 7 yeas and 0 nays. Ayes: Armstrong, Beckham, Collier, Daugherty, Newport, Otero, and Topete. The council bill was approved and numbered Ordinance 18-37.

Under new business, **C.B. 18-40** – An Ordinance authorizing the Mayor to enter into a contract with Hunter Chase & Associates of Springfield, in the amount of \$285,999.00 for storm improvements, in the City of Carthage, Missouri was placed on first reading with no action taken.

C.B. 18-41 – An Ordinance authorizing the Mayor to enter into a contract with Hunter Chase & Associates of Springfield, in the amount of \$612,648.00 for storm water improvements and road improvements on Fairview Ave, in the City of Carthage, Missouri was placed on first reading with no action taken.

C.B. 18-42 – An Ordinance authorizing the Mayor to enter into a contract with J-Builders, in the amount of \$92,396.67 for construction and renovation of space in City Hall for offices, in the City of Carthage, Missouri was placed on first reading with no action taken.

During closing remarks, Mr. Newport thanked Representative Smith for the Resolutions presented and Mr. Armstrong thanked those who served in remembrance of Veterans Day.

Ms. Otero made a motion, seconded by Mr. Beckham, to close the meeting according to Section 610.021 (1) and (2) the Agenda includes the possibility of a vote to close part of the meeting to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys, and leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor. Motion carried unanimously at 7:10 PM.

CLOSED SESSION

Mr. Daugherty made a motion, seconded by Mr. Collier, to return to the regular session of the Council Meeting at 8:30 PM followed by a roll call vote of 7 yeas and no nays. Motion carried.

Mr. Daugherty made a motion, seconded by Ms. Otero, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 8:31 PM.

Dan Rife, Mayor

Traci Cox, City Clerk

***PRESENTATIONS/
PROCLAMATIONS***

***PUBLIC
HEARINGS***

***OLD
BUSINESS***

COUNCIL BILL NO. 18-40

ORDINANCE NO.

An Ordinance authorizing the Mayor to enter into a contract with Hunter Chase & Associates of Springfield, in the amount of \$285,999.00 for storm water improvements, in the City of Carthage, Missouri.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE,
JASPER COUNTY, MISSOURI** as follows:

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a contract with Hunter Chase & Associates of Springfield in the amount of \$285,999.00 for storm improvements a copy of which contract and Notice of Award is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: The Public Works Committee

THIS AGREEMENT, made this ____ day of _____, 2018, by and between City of Carthage, Carthage, Missouri, hereinafter called "OWNER" and Hunter Chase & Associates doing business as (an individual), or (a partnership,) or (a corporation) hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the construction of Stormwater Improvements, Carthage, Missouri.

2. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.

3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS on the date stipulated in the NOTICE TO PROCEED and will complete the same within one hundred fifty (150) calendar days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.

4. The CONTRACTOR understands that the specifications governing the work contemplated are attached to this proposal.

5. The CONTRACTOR agrees to pay, without condition or recourse, as liquidated damages to the sum of Five Hundred and 00/100 dollars (\$500.00) for each consecutive calendar day after the stated DATE OF COMPLETION or extension thereto that the CONTRACTOR shall be in default as provided in SECTION 15 OF THE General Conditions. CONTRACTOR further agrees to reimburse the subcontractors, suppliers, engineers, and other contractors of the OWNER for costs incurred and/or damages suffered by reason or reasons attributable to the CONTRACTOR'S failure to complete the CONTRACT by the completion date, or extensions thereof, as provided by section 15 of the General Conditions. Said liquidated damages and payments shall be withheld from the payments due the contractor. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of Two Hundred Eighty-Five Thousand Nine Hundred Ninety-Nine and no/100 Dollars (\$285,999.00).

6. The term "CONTRACT DOCUMENTS" means and includes the following:

- (A) Invitation to Bid
- (B) Instructions to Bidders
- (C) Bid
- (D) Bid Bond
- (E) Agreement Form
- (F) Notice of Award
- (G) Notice to Proceed
- (H) Performance Bond
- (I) Payment bond
- (J) General Conditions of Contract
- (K) Supplementary Conditions
- (L) Specifications prepared by Anderson Engineering, Inc. and dated October, 2018.
- (M) Drawings prepared by Anderson Engineering, Inc. and dated October, 2018.
- (N) Addenda

No. <u>1</u>	dated <u>October 26</u>	<u>20 18</u>
No. _____	dated _____	<u>20</u> __
No. _____	dated _____	<u>20</u> __
No. _____	dated _____	<u>20</u> __
No. _____	dated _____	<u>20</u> __

7. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the Contract Documents.

8. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in three (3) copies each of which shall be deemed an original on the date first above written.

OWNER:

City of Carthage

(SEAL) _____

By _____

Attest _____

Name Dan Rife
(Please Type or Print)

Name Traci Cox

Title Mayor

Title City Clerk

CONTRACTOR:

(SEAL) _____

By _____

Attest _____

Name Tim Massey
(Please Type or Print)

Name _____

Title Vice-President

NOTICE OF AWARD00501

TO: Hunter Chase & Associates
1200 E. Woodhurst, J-200
Springfield, Missouri 65804

PROJECT Description: Stormwater Improvements, Carthage, Missouri.

The OWNER has considered the BID submitted by you for the above described WORK in response to its Invitation to Bid dated October 5, 2018 and Instructions to Bidders.

You are hereby notified that you BID has been accepted in the amount of Two Hundred Eighty-Five Thousand Nine Hundred Ninety-Nine and no/100 Dollars (\$285,999.00).

You are required by the Instructions to Bidders to execute the Agreement and furnish the required CONTRACTORS PERFORMANCE BOND, PAYMENT BOND and CERTIFICATES OF INSURANCE within fourteen (14) consecutive calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS and INSURANCE CERTIFICATES within fourteen (14) consecutive calendar days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this _____ day of _____, 20_____.

City of Carthage

By: _____

Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by
this the _____ day of _____ 20_____.

By _____

Title _____

COUNCIL BILL NO. 18-41

ORDINANCE NO.

An Ordinance authorizing the Mayor to enter into a contract with Hunter Chase & Associates of Springfield, in the amount of \$612,648.00 for storm water improvements and road improvements on Fairview Ave, in the City of Carthage, Missouri.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE,
JASPER COUNTY, MISSOURI** as follows:

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a contract with Hunter Chase & Associates of Springfield in the amount of \$612,648.00 for storm improvements and road improvements on Fairview Avenue, a copy of which contract and Notice of Award is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: The Public Works Committee

THIS AGREEMENT, made this ____ day of _____, 2018, by and between City of Carthage, Carthage, Missouri, hereinafter called "OWNER" and Hunter Chase & Associates doing business as (an individual), or (a partnership,) or (a corporation) hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the construction of Fairview Widening and Stormwater, Carthage, Missouri.
2. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.
3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS on the date stipulated in the NOTICE TO PROCEED and will complete the same within ninety (90) calendar days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.
4. The CONTRACTOR understands that the specifications governing the work contemplated are attached to this proposal.
5. The CONTRACTOR agrees to pay, without condition or recourse, as liquidated damages to the sum of Five Hundred and 00/100 dollars (\$500.00) for each consecutive calendar day after the stated DATE OF COMPLETION or extension thereto that the CONTRACTOR shall be in default as provided in SECTION 15 OF THE General Conditions. CONTRACTOR further agrees to reimburse the subcontractors, suppliers, engineers, and other contractors of the OWNER for costs incurred and/or damages suffered by reason or reasons attributable to the CONTRACTOR'S failure to complete the CONTRACT by the completion date, or extensions thereof, as provided by section 15 of the General Conditions. Said liquidated damages and payments shall be withheld from the payments due the contractor. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of Six Hundred Twelve Thousand Six Hundred Forty-Eight and no/100 Dollars (\$612,648.00).
6. The term "CONTRACT DOCUMENTS" means and includes the following:
 - (A) Invitation to Bid
 - (B) Instructions to Bidders
 - (C) Bid
 - (D) Bid Bond
 - (E) Agreement Form
 - (F) Notice of Award
 - (G) Notice to Proceed
 - (H) Performance Bond
 - (I) Payment bond
 - (J) General Conditions of Contract
 - (K) Supplementary Conditions
 - (L) Specifications prepared by Anderson Engineering, Inc. and dated October, 2018.
 - (M) Drawings prepared by Anderson Engineering, Inc. and dated October, 2018.
 - (N) Addenda

No. <u>1</u>	dated <u>September 27</u>	<u>20 18</u>
No. <u>2</u>	dated <u>October 12</u>	<u>20 18</u>
No. _____	dated _____	<u>20</u> _____
No. _____	dated _____	<u>20</u> _____
No. _____	dated _____	<u>20</u> _____

7. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the Contract Documents.

8. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in three (3) copies each of which shall be deemed an original on the date first above written.

OWNER:

City of Carthage

(SEAL) _____

By _____

Attest _____

Name Dan Rife
(Please Type or Print)

Name Traci Cox

Title Mayor

Title City Clerk

CONTRACTOR:

(SEAL) _____

By _____

Attest _____

Name Tim Massey
(Please Type or Print)

Name _____

Title Vice-President

NOTICE OF AWARD00501

TO: Hunter Chase & Associates
1200 E. Woodhurst, J-200
Springfield, Missouri 65804

PROJECT Description: Fairview Widening and Stormwater, Carthage, Missouri.

The OWNER has considered the BID submitted by you for the above described WORK in response to its Invitation to Bid dated September 19, 2018 and Instructions to Bidders.

You are hereby notified that you BID has been accepted in the amount of Six Hundred Twelve Thousand Six Hundred Forty-Eight and no/100 Dollars (\$612,648.00).

You are required by the Instructions to Bidders to execute the Agreement and furnish the required CONTRACTORS PERFORMANCE BOND, PAYMENT BOND and CERTIFICATES OF INSURANCE within fourteen (14) consecutive calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS and INSURANCE CERTIFICATES within fourteen (14) consecutive calendar days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this _____ day of _____, 20_____.

City of Carthage

By: _____

Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by
this the _____ day of _____ 20_____.

By _____

Title _____

COUNCIL BILL NO. 18-42

ORDINANCE NO. _____

An Ordinance authorizing the Mayor to enter into a contract with J-Builders, in the amount of \$92,396.67 for construction and renovation of space in City Hall for offices, in the City of Carthage, Missouri.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE,
JASPER COUNTY, MISSOURI** as follows:

SECTION I: The Mayor of the City of Carthage is hereby authorized to enter into a contract with J-Builders in the amount of \$92,369.67 for construction and renovation of space in City Hall for offices, a copy of which contract and Notice of Award is attached hereto and incorporated herein as if set out in full.

SECTION II: This ordinance shall take effect and be in force from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: The Public Works Committee



2427 Fairlawn Avenue
Carthage, Mo 64836
417-313-8538
jbuildersllc@yahoo.com

CUSTOMER CONTRACT

This contract is entered into On November 7, 2018 and specifies the terms of the agreement between City of Carthage, homeowner and J Builders LLC, contractor to work as per attached estimate number 2018-10-10-1622 on the property located at 326 Grant Street, Carthage, MO 64836.

J Builders LLC will perform all the work that is required by this agreement and all the work that is required by the documents incorporated by reference into this agreement. THERE IS A ONE-YEAR WARRANTY ON WORK.

All change orders, additions or credits must be in writing and signed by all parties BEFORE work can begin. The owners agree that changes resulting in the furnishing of additional labor or materials will be paid for by 50% deposit and the balance at completion of job. All credits will be applied at completion of job against the final payment due. The owners agree that either of them may sign a change order and that signature will be binding on both.

The property owners acknowledge that this contract is based upon the contractor's observation of conditions. Conditions which could not be known by a reasonable inspection, such as termite damage, hidden water damage, hidden code violations, or other concealed conditions may require extra labor or materials, which are not part of this contract. If such hidden conditions are discovered the contractor will notify the property owner and will attempt to reach an agreement for a change order to this contract that addresses those problem.

Total amount for job: \$92,395.67

PAYMENT SCHEDULE:

To be decided following approval of the contract.

If payments due to the contractor are not paid within FIVE days of the written demand, the contractor may suspend work until payment is received. After 30 days and no payment there will be 1% service charge added daily.

WARRANTIES:

The contractor guarantees the work will meet trade standards of good workmanship. The contractor will make every effort to blend existing textures, colors and planes, but the exact duplication is not guaranteed. The contractor warrants that materials of good quality will be selected. All contractors' warranties are limited to a period of no more than **ONE (1) YEAR** of completion of original work described herein. The contractor warranties are limited to cost of labor and materials only and exclude ordinary wear and tear or abuse by others.

We, the undersigned, have read and understood this entire contract, including documents attached by reference. We acknowledge that this document constitutes the entire agreement between parties. This contract is not binding upon the contractor or the property owners until it is signed by all parties.

WARNING:

Failure to pay signed documents to J Builders LLC, contractor, will result in contacting our attorneys. Said customer will be responsible for all court cost and attorney fees.

Signature of contractor  Date 11-8-18

Signature of homeowner _____ Date _____

Signature of homeowner _____ Date _____

NOTICE OF AWARD.....000

TO: J Builders

17207 Hideaway Ln.

Carthage, Missouri 64836

PROJECT Description: New IT office and renovations at City Hall, Carthage, Missouri.

The OWNER has considered the BID submitted by you for the above described WORK in response to its Invitation to Bid dated October 11, 2018 and Instructions to Bidders.

You are hereby notified that you BID has been accepted in the amount of Ninety Two Thousand Three Hundred Ninety-Seven and Sixty-Seven/100 Dollars (\$92,397.67).

You are required by the Instructions to Bidders to execute the Agreement and furnish the required CONTRACTORS PERFORMANCE BOND, PAYMENT BOND and CERTIFICATES OF INSURANCE within fourteen (14) consecutive calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said BONDS and INSURANCE CERTIFICATES within fourteen (14) consecutive calendar days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this _____ day of _____, 20 _____.

City of Carthage

By: _____

Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by this the _____ day of _____ 20 _____.

By _____

Title _____

***NEW
BUSINESS***

***MAYOR'S
APPOINTMENTS***

Mayor's Appointments

November 2018

Planning, Zoning & Historic Preservation Commission
4 Year Term – 7 Members – Meets 3rd Monday – 5:15PM – Council Chambers

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Levi Utter	540-6565	502 E. Centennial Ave.	11/27/2018	Nov 22

Public Safety Committee
Standing Committee Appt – Meets 3rd Monday – 5:30PM – Alternating between PD & FD

<u>NAME</u>	<u>PHONE</u>	<u>ADDRESS</u>	<u>APPOINTED</u>	<u>EXPIRES</u>
Alan Snow	793-7234	1110 Euclid	11/27/2018	N/A

RESOLUTIONS

RESOLUTION NO. 1858

A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE MISSOURI DEPARTMENT OF NATURAL RESOURCES, STATE REVOLVING FUND PROGRAM FOR LOANS UNDER THE MISSOURI CLEAN WATER LAW (SECTION 644, RSMO).

WHEREAS under the terms of the Missouri Clean Water Law, Section 644, Revised Statutes of Missouri, the State of Missouri has authorized the making of loans and/or grants to authorized applicants to aid in the construction of specific public projects.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI (GOVERNING BODY OF APPLICANT), THE MAYOR CONCURRING HEREIN, AS FOLLOWS:

1. That Dan Rife be and he is hereby authorized to execute and file an application on behalf of the City of Carthage, Missouri with the State of Missouri for a loan and/or grant to aid in the construction of Improvements to the Carthage wastewater treatment plant.
2. That Dan Rife, Mayor is hereby authorized and directed to furnish such information as the Missouri Department of Natural Resources may reasonably request in connection with the application which is herein authorized, to sign all necessary documents on behalf of the applicant, to furnish such assurances to the Missouri Department of Natural Resources as may be required by law or regulation, and to receive payment on behalf of the applicant.

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

CERTIFICATE OF RECORDING OFFICER

The undersigned, duly qualified and acting City Clerk of the City of Carthage, Missouri does hereby certify:

That the attached resolution is a true and correct copy of the resolution adopted at a legally convened meeting of **the Carthage City Council** held on the 27th day of **November** 2018 (governing body of applicant); and further that such resolution has been fully recorded in the journal of proceedings and records in my office.

IN WITNESS WHEREOF, I have hereunto set my hand this 27th day of November 2018.

SEAL

(Signature of recording officer)

(Title of recording officer)

***MINUTES
STANDING
COMMITTEES***

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, NOVEMBER 13, 2018
CITY HALL COUNCIL CHAMBERS**

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong, Brady Beckham and Kirby Newport.

OTHER COUNCIL MEMBERS: None.

OTHERS PRESENT: City Administrator Tom Short and City Clerk Traci Cox.

Chairperson Ceri Otero called the meeting to order at 5:30 P.M.

OLD BUSINESS:

Approval of minutes from previous meeting: On a motion by Mr. Armstrong, the minutes of the October 23, 2018 meeting were approved 4-0.

Review and approval of the Claims Report: The Committee discussed items regarding the Claims Report before it was approved 4-0 on a motion by Mr. Beckham.

NEW BUSINESS:

Staff Reports: Ms. Cox reported on results from the Wellness Survey and a conference call with Anthem regarding implementation of the new employee health insurance plan.

Committee Member Comments: Mr. Armstrong discussed the description of the committee and the role it plays in auditing claims.

ADJOURNMENT: Mr. Newport made a motion to adjourn at 6:00 PM. Motion carried 4-0.

Traci Cox
City Clerk

***MINUTES
SPECIAL
COMMITTEES
AND BOARDS***

The Carthage Public Library Board of Trustees met Monday, October 8, 2018 in the Carthage Public Library Board Room. The meeting was called to order at 5:15 pm by Peggy Ralston, President.

APPROVED

Roll Call

Board Members present were: Peggy Ralston, Kevin Johnson, Sandy Swingle, Gary Cole, Donna Maggard, Justin Baucom, Carrie Campbell, Eric Putnam and Miriam Putnam. Also present was Library Director Julie Yockey and presenters Josh Anderson, Elliot Hunter and Randy Dubry.

Minutes of Last Meeting

There were no changes to the minutes of the last regular meeting. A motion to approve the minutes of the regular session of September 11, 2018 was made by Justin Baucom and seconded by Gary Cole. Motion passed unanimously.

Financial Report

Attached. September 2018 financials were presented. Discussion included: (1) \$1,115 has been earned on the MOSIP investment to date. (2) We usually receive the Parks and Storm Water revenue amount on the 8th but the City was closed for the Holiday. Mariam Putnam moved to accept the September 2018 financial report. Eric Putnam seconded. Motion passed unanimously.

Director's Progress and Service Report

Attached. Discussion included: (1) Architects Josh Anderson and Elliot Hunter from Hunter & Millard presented their design for the new Maker Space/activity building. (2) The basement renovation project is complete with the exception of installing a sump pump. Overall, the project went very well. (3) Sherri will be back to work after the week of the conference. (4) There are three more leaks in the roof. All in the same general location where it has leaked in the past. Contractors will be on-site Wednesday, Oct 10, 2018 to fix and warranty the roof. (5) An updated list of committee appointments was distributed.

Youth Services Progress and Services Report

Attached.

President's Message

(1) Peggy commented how the best part of the meeting was the Director's report and all of the good things going on at the library.

Council Liaison's Report

No report.

Committee Reports

Building Committee – Gary Cole reported: (1) the estimate to repair the retaining wall near the mechanical basement steps as \$4,000-\$5,000, which the building committee declined to accept. The contractor reinforced the wall at no charge. Remaining funds basement renovation will be used to paint the community room.

Budget Committee – No report.

The Carthage Public Library Board of Trustees Meeting Minutes – October 2018

Community Relations – Jerry Welch will graduate with his Master Gardeners certificate, Wed, October 10, 2018.

By-Laws - No report.

Library Gardens –No report.

ADA Compliance – No report.

Communications – No report.

Unfinished Business

No report.

New Business

Gary Cole moved to request a \$556,000 grant from the Steadley Trust, payable in 24-36 months for the new Maker Space/Activity building. Eric Putnam seconded. Motion passed unanimously.

Payment of Bills

Peggy Ralston said she had reviewed the bills and they could be paid. Eric Putnam made a motion to pay the bills. Gary Cole seconded. Motion passed unanimously.

Other New Business

No report.

Closed Session

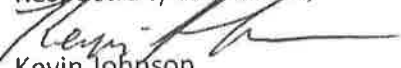
The Carthage Public Library Board of Trustees met in closed session on Monday, October 8, 2018 in the Carthage Public Library Board Room. Eric Putnam moved to go into closed session. Gary Cole seconded. The meeting was called to order at 5:56 pm by roll call vote. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Justin Baucom, Eric Putnam, Kevin Johnson, Miriam Putnam, Carrie Campbell and Donna Maggard voted in favor of the closed session. Director Julie Yockey was also present.

Eric Putnam moved to go out of closed session. Miriam Putnam seconded. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Justin Baucom, Eric Putnam, Kevin Johnson, Miriam Putnam, Carrie Campbell and Donna Maggard voted in favor of adjourning the closed session. Director Julie Yockey was present. Closed session ended October 8, 2018 at 6:18 pm.

Adjournment

Sandy Swingle made a motion to adjourn. Gary Cole seconded. Motion passed unanimously. Meeting was adjourned at 6:20 pm.

Respectfully submitted,


Kevin Johnson
Secretary-Treasurer

DRAFT

The Carthage Public Library Board of Trustees met in closed session on Monday, October 8, 2018 in the Carthage Public Library Board Room. Eric Putnam moved to go into closed session. Gary Cole seconded. The meeting was called to order at 5:56 pm by roll call vote. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Justin Baucom, Eric Putnam, Kevin Johnson, Miriam Putnam, Carrie Campbell and Donna Maggard voted in favor of the closed session. Director Julie Yockey was also present.

APPROVED

New Business

1) Gary Cole requested the closed session because, at the time of his request, the roof damage settlement with the roofing contractor was at an impasse. It appeared the Library may be faced with possible litigation to resolve the matter. When speaking with G & G Construction the week of October 1st, Gary advised them the Library may engage legal counsel to represent them in the matter. Subsequently, G&G Construction discussed the matter with the Contractor in Kansas City and the Contractor agreed to pay all bills including those for the carpet and blinds. In addition, G&G advised Julie Yockey they would be onsite Wednesday at 8:30 to fix the new leaks. This was a verbal agreement but Gary felt it was not necessary to engage outside legal counsel at this time.

2) There was further discussion about the Steadley Trust grant proposal passed earlier in the meeting. The motion made and passed allowed the Steadley Trust to pay the grant over time (24-36 months), however, doing so may mean the Library will have to borrow money for the project and let the Steadley Trust pay the bank loans. Total cost of the project is estimated at \$836,000 with the Carthage Library Development Foundation paying \$150,000, the Steadley Trust paying \$556,000 and the \$80,000 balance coming from Library funds and other donations.

Eric Putnam moved to go out of closed session. Miriam Putnam seconded. Board members Peggy Ralston, Sandy Swingle, Gary Cole, Justin Baucom, Eric Putnam, Kevin Johnson, Miriam Putnam, Carrie Campbell and Donna Maggard voted in favor of adjourning the closed session. Director Julie Yockey was present. Closed session ended October 8, 2018 at 6:18 pm.

Respectfully submitted,



Kevin Johnson
Secretary-Treasurer

CWEP BOARD MEETING MINUTES

November 15, 2018

The Carthage Water & Electric Plant Board met in regular session November 15, 2018, 4:00 p.m. at the CWEP Office, 627 W Centennial, Carthage, MO.

Board:

☒ Pat Goff - President
☐ Neel Baucom -Vice President
☒ Danny Lambeth -Secretary
☒ Darren Collier -Liaison

☒ G. Stephen Beimdiek - Member
☐ Brian Schmidt – Member
☒ Ron Ross - Member

Staff:

☒ Chuck Bryant-General Manager
☒ Cassandra Ludwig-General Counsel
☒ Jason Peterson-Director IT & Broadband
☒ Megan Stump- Executive Assistant
☒ Meagan Milliken-Customer Relations Mgr.

☒ Jason Choate-Director of Water Services
☒ Kelli Nugent/CFO
☒ Kevin Emery-Director of Power Services
☒ Stephanie Howard-Director of Business & ED

President Goff called the meeting to order at 4:20 p.m.

ADDITIONS/CHANGES TO THE AGENDA: None.

APPROVAL OF MINUTES:

A motion by Beimdiek and seconded by Ross to approve the minutes of the regular meeting of October 18, 2018, as presented passed unanimously.

APPROVAL OF DISBURSEMENTS:

A motion by Lambeth and seconded by Ross to approve disbursements for October in the amount of \$3,005,398.31 passed unanimously.

FINANCIAL STATEMENT:

CFO Nugent presented the financials noting that net income exceeded the budget for the month by approximately \$566,000 and exceeded prior year by approximately \$653,000. She noted that for the year to date the utility is ahead of budget by approximately \$1,128,000 and ahead of prior year by approximately \$667,000.

A motion by Lambeth and seconded by Ross to approve October financials passed unanimously.

COMMITTEE REPORTS: None.

CITIZEN'S PARTICIPATION PERIOD: None.

OLD BUSINESS: None.

NEW BUSINESS:

PRESENTATION OF THE FISCAL YEAR 2018 AUDIT

CFO Nugent introduced Rebecca Friedrich, CPA with KPM CPAS & Advisors of Springfield, MO, noting that the professionalism in conducting the audit of CWEP for the last three years has been very much appreciated. CPA Friedrich presented the FY 2017-2018 audit stating this was an unmodified clean opinion with no non-compliance issues, no material weaknesses and no significant control deficiencies. She commended staff for the easy cooperation through the audit process. CFO Nugent noted that KPM has been great to work with over the last three years.

A motion by Ross and seconded by Lambeth to accept the audit for FY 2017-2018 as presented passed unanimously.

CONSIDERATION OF BIDS TO PERFORM RELAY TESTING

General Manager Bryant noted that a formal request was advertised and presented to several vendors seeking proposals to perform testing of underfrequency and protective relays. A sole proposal was received from Independent Electric Machinery Co., Inc. in the amount of \$41,795.00. One vendor declined to offer stating they would need to outsource and therefore would not be competitive. There were no other responses received.

Staff recommendation is to award this relay testing project to Independent Electric Machinery Co., Inc. as this qualified vendor has previously provided several other service projects for Carthage Water & Electric Plant, which have proven to be successful.

A motion by Lambeth and seconded by Ross to approve the bid of Independent Electric Machinery Co., Inc in the amount of \$41,795.00 passed unanimously.

CONSIDERATION OF RESOLUTION RECOGNIZING OUR LINEMEN FOR MUTUAL AID WORK ASSISTANCE IN FLORIDA

General Manager Bryant acknowledged the mutual aid work of our linemen, John Amershek and James Pittman, reading a resolution in their honor and noting that they exhibited exemplary behavior in representing Carthage Water and Electric Plant and the citizens of the Carthage community.

A motion by Ross and seconded by Beimdiek to approve the mutual aid resolution for John Amershek and James Pittman passed unanimously.

PRESENTATION BY SOUTHWESTERN POWER RESOURCES ASSOCIATION

General Manager Bryant welcomed SPRA Executive Director Nicki Fuller to the meeting. He noted that this would be a good opportunity to educate our Board about actions and involvement that CWEP has with SPRA. GM Bryant extended his appreciation to SPRA Executive Director Fuller for effectively promoting SPRA to the Board.

BOARD MEMBER COMMENTS: None.

STAFF REPORTS:

Director of Power Services Emery noted that the electric crew has been working on adding and upgrading street lights in Carthage. He also added that the tree trimmers are ahead of schedule.

General Counsel Ludwig updated the Board on efforts to work with DNR to expedite the process of modifying CWEP's air permit at the conclusion of the catalyst project, explaining staff still needs to reach out to SPP to discuss capacity credits.

Director of IT and Broadband Peterson reported he attended the Cyber Security Summit Conference in Dallas, TX this week and is excited to apply what he learned.

Director of Business and Economic Development Howard discussed preparations to provide services to a new business coming into town, noting the business should be a significant user of water.

Customer Relations Manager Milliken reported she attended an APPA Customer Connections Conference last week and was pleased with the content of the conference and networking opportunities it provided. Milliken also extended an invitation for our Christmas Party to our Board.

General Manager Bryant complimented Customer Relations Manager Milliken for her work in managing CWEP's social media accounts, noting the positive feedback received at both a state and national level.

At 5:24 the meeting adjourned.

President – G. A. Pat Goff

Secretary – Danny Lambeth

Draft Copy of Minutes Subject to Approval at the Next Meeting

Planning, Zoning, and Historic Preservation Commission
Meeting 19 November 2018

The Planning, Zoning, and Historic Preservation Commission consists of eleven members: Chairman Harry Rogers, Vice Chairman Abi Almandinger, Bill Barksdale, Jim Swatsenbarg, and Mark Elliff. Non-Voting Members include Mayor Dan Rife, City Administrator Tom Short and Council Member Liaison (vacant). Staff includes Public Works Director Zeb Carney. There are currently two vacancies on the board.

Commission Members Present: Harry Rogers, Abi Almandinger, Jim Swatsenbarg, Tom Short, Zeb Carney, Mark Elliff, and Bill Barksdale

Also present: Julie Tilley and Becky Andrews

A quorum was present.

Chairman Harry Rogers called the meeting to order at 5:15 p.m.

Chairman Harry Rogers welcomed Mark Elliff to the board.

First order of business involved the minutes of the October 2018 meeting. Minutes were available for review in the packet prior to the meeting. A motion to approve the minutes as written made by Jim Swatsenbarg and seconded by Abi Almandinger. On a voice vote, the motion passed.

Second order of business involved a Certificate of Appropriateness to open the (original) entryway between 141 E 3rd and 149 E 3rd to allow access to the second floor from street level and to discuss signage changes at 141 E 3rd. After some discussion on this matter a motion was made by Abi Almandinger to deny the Certificate of Appropriateness due to lack of specific information regarding design and material.

There were no further items on the agenda.

Jim Swatsenbarg informed Chairman Rogers that he will be on vacation during the December scheduled meeting.

Abi Almandinger is working on the annual report for CLG, which is due at the end of November.

Motion to adjourn by Abi Almandinger and a second by Bill Barksdale. Motion passes and meeting is adjourned.

Respectfully submitted,
Bill Barksdale

***AGENDAS
STANDING
COMMITTEES***

City of Carthage



NOTICE OF MEETING
Public Safety Committee – Agenda
Monday November 19, 2018
5:30 p.m.
Carthage Police Department
310 W 4th Street, Carthage MO 64836

TENTATIVE AGENDA

*****Meeting cancelled due to lack of quorum*****

OLD BUSINESS

1. Consideration and approval of minutes from previous meeting.

CITIZEN PARTICIPATION

1. Consider and discuss St. Ann's Procession – Heather McJunkins

NEW BUSINESS.

1. Consider and discuss street closures for Run Through the Lights
2. Staff Reports.
 - a) Police Department
 - b) Fire Department

ADJOURNMENT

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.

POSTED: _____

BY: _____

**PUBLIC SERVICES COMMITTEE
TUESDAY NOVEMBER 20, 2018
5:30 P.M.
PARK DEPARTMENT OFFICE
521 ROBERT ELLIS YOUNG DRIVE**

Old Business

1. Consideration and approval of minutes from previous meeting

CITIZENS PARTICIPATION

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

New Business

1. Consider and discuss possible City web site up-grade.

Staff reports

Other Business

ADJOURNMENT

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL
417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS
PRIOR TO MEETING.**

Posted: _____

By: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

November 27, 2018

5:30 PM

Carthage City Hall

Agenda

Old Business

1. Consideration and Approval of Minutes from Previous Meeting
2. Review and Approval of the Claims Report

Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

New Business

1. Consider and Discuss Wellness Initiatives
2. Staff Reports

Adjournment

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING.)

Posted _____

***AGENDAS
SPECIAL
COMMITTEES
AND BOARDS***



AGENDA

Notice is hereby given that the Carthage Water & Electric Plant Board will meet November 15, 2018, 4:00 p.m. at the CWEP Complex, 627 W. Centennial, Carthage. The tentative agenda of the regular meeting includes:

ADDITIONS TO THE AGENDA

APPROVAL OF THE BOARD MINUTES: October 2018

APPROVAL OF DISBURSEMENTS: October \$3,005,398.31

FINANCIAL STATEMENT: October

COMMITTEE REPORTS

CITIZENS PARTICIPATION PERIOD:

OLD BUSINESS: None.

NEW BUSINESS:

1. Presentation of the Fiscal Year 2018 Audit
2. Consideration of bids to perform relay testing
3. Resolution recognizing our Linemen for Mutual Aid work assistance in Florida

MISCELLANEOUS:

1. Presentation by Southwestern Power Resources Association

STAFF REPORTS

BOARD MEMBER COMMENTS

Persons with disabilities who need special assistance may call 417-237-7300 or 1-800-735-2466 (TDD via Relay Missouri) at least 24 hours prior to meeting.

Representatives of the news media may obtain copies of this notice by contacting:
Megan Stump, P O Box 611 Carthage, MO 64836 417-237-7300

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

Carthage: 417-358-0421
Joplin: 417-625-4350

Toll Free: 800-404-0421
Fax: 417+358-0483

COMMISSION AGENDA NOVEMBER 13, 2018 9:00 A.M.

JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
 - PLEDGE OF ALLEGIANCE
 - PRAYER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - ♦ Re-Appoint Brian Christmas, Carol Otts and Michael Leone to the Jasper County Sheltered Facilities Board.
 - ♦ Approve 2019 Jasper County Employee Holidays.
 - ♦ Approve Annual 4% Contribution Election for CERF
10. PUBLIC HEARINGS

PUBLIC PARTICIPATION FROM AUDIENCE WHEN ADDRESSED YOU WILL BE ALLOWED THREE MINUTES TO SPEAK.

ELECTED OFFICIALS/CITIZENS WISHING TO BE HEARD UNDER ELECTED OFFICIALS/CITIZENS REQUEST MUST REQUEST TO SPEAK TO COMMISSION BY 4:00 P.M. ON THE FRIDAY PRIOR TO THE COMMISSION MEETING ON TUESDAY. CITIZENS SPEAKING TIME WILL BE LIMITED TO FIVE MINUTES.

THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:
COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421

NOTICE POSTED NOVEMBER 9, 2018 AT 4:00 P.M.

(RSMO 610.020)

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darius K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

Carthage: 417-358-0421
Joplin: 417-625-4350

Toll Free: 800-404-0421
Fax: 417+358-0483

COMMISSION AGENDA
NOVEMBER 20, 2018
9:00 A.M.
JASPER COUNTY COURTHOUSE ROOM 101

NO MEETING DUE TO MISSOURI ASSOCIATION OF COUNTIES ANNUAL CONFERENCE

THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:
COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421

NOTICE POSTED NOVEMBER 16, 2018 AT 4:00 P.M.

(RSMO 610.020)

John Bartosh
Presiding Commissioner

Tom Flanigan
Eastern District Commissioner

Darieux K. Adams
Western District Commissioner

JASPER COUNTY COMMISSION



302 S. Main ST
Carthage, MO 64836

Carthage: 417-358-0421
Joplin: 417-625-4350

Toll Free: 800-404-0421
Fax: 417+358-0483

COMMISSION AGENDA NOVEMBER 27, 2018 9:00 A.M.

JASPER COUNTY COURTHOUSE ROOM 101

1. CALL TO ORDER
 - PLEDGE OF ALLEGIANCE
 - PRAYER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. PRESENTATIONS
5. REPORTS AND COMMUNICATIONS
6. ELECTED OFFICIALS/CITIZENS REQUESTS
7. COMMISSIONER'S REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - ♦ **Approve Updated Road Use Agreement with Empire District for the North Fork Ridge Wind Energy Project**
10. PUBLIC HEARINGS

PUBLIC PARTICIPATION FROM AUDIENCE WHEN ADDRESSED YOU WILL BE ALLOWED THREE MINUTES TO SPEAK.

ELECTED OFFICIALS/CITIZENS WISHING TO BE HEARD UNDER ELECTED OFFICIALS/CITIZENS REQUEST MUST REQUEST TO SPEAK TO COMMISSION BY 4:00 P.M. ON THE FRIDAY PRIOR TO THE COMMISSION MEETING ON TUESDAY. CITIZENS SPEAKING TIME WILL BE LIMITED TO FIVE MINUTES.

THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:
COMMISSION OFFICE, 302 S. MAIN, COURTHOUSE, ROOM 101, CARTHAGE 417-358-0421

NOTICE POSTED NOVEMBER 21, 2018 AT 4:00 P.M.

(RSMO 610.020)

CORRESPONDENCE



The City of Carthage

America's Maple Leaf City

326 Grant St., Carthage, MO 64836 (417) 237-7000 FAX (417) 237-7002

MEMO TO: Mayor and Council Members

FROM: Traci Cox, City Clerk

SUBJECT: General Municipal Election April 2, 2019

Following this memo, please find the 2019 Missouri Election Calendar designating dates for the General Election to be held April 2, 2019.

At present, those holding these positions are eligible at the next election for the following terms:

- 1st Ward James Harrison (2 year term)
- 2nd Ward David Armstrong (2 year term)
- 2nd Ward Vacancy (1 year term)
- 3rd Ward Ceri Otero (2 year term)
- 4th Ward Alan Snow (2 year term)
- 5th Ward Brady Beckham (2 year term)

Those persons wishing to be designated on the official ballot as a candidate should file their declaration of candidacy in person in the City Clerk's office, no sooner than Tuesday, December 11, 2018 beginning at 8:00 A.M. The last day to file is Tuesday, January 15, 2019 at 5:00 P.M. The office of the City Clerk will not be open on Saturdays and Sundays or those days designated a holiday by the City of Carthage.

The filing fee for each elective official shall be \$25.00 payable by cash or credit card (processing fee will apply) or a petition with 25 signatures from registered voters from the ward represented. All filing fees shall be paid to the City Clerk at the time of filing.

Traci Cox
City Clerk

2019 Missouri Election Calendar

2019 Election Calendar

Official Election Day	Style of Election	Last Day to Register to Vote	First Day for Candidate Filing	Last Day for Candidate Filing	Final Certification Date
February 5, 2019	Bond elections may be held on the first Tuesday after the first Monday in February but no other issue shall be included on the ballot for such election.	January 9, 2019	October 16, 2018	November 20, 2018	November 27, 2018
March 5, 2019 (see local charter)	Charter cities and charter counties ONLY	February 6, 2019	November 13, 2018 [Jurisdictions in Kansas City begin filing October 23, 2018]	December 18, 2018	December 25, 2018
April 2, 2019	General Municipal Election Day	March 6, 2019	December 11, 2018 [Jurisdictions in Kansas City begin filing November 20, 2018]	January 15, 2019	January 22, 2019
August 6, 2019	Available for public elections	July 10, 2019	April 16, 2019	May 21, 2019	May 28, 2019
November 5, 2019	Available for public elections	October 9, 2019	July 16, 2019* [Jurisdictions in Kansas City begin filing July 23, 2019]	August 20, 2019*	August 27, 2019

*Opening and closing of filing for jurisdictions authorized to elect directors in November, such as 911 & Emergency Services directors.
[Bracketed dates apply to any jurisdiction partially or wholly located in Kansas City, Missouri.]

Statutory References (RSMo)

Official Election Day	§§ 115.121, 115.123
Style of Election	§§ 115.121, 115.123
Last Day to Register	§ 115.135.1
First Day to File	§§ 115.127.5, 115.329.1, 115.349.2, 115.761
Last Day to File	§§ 115.127.5, 115.329.1, 115.349.1
Final Certification Date	§§ 115.125, 115.387, 115.401, 116.240

TARGETED BUDGETED ROUNDS.....				20,000	2018-19	DIFFERENCE			
	AVG %	BUDGETED 19		ACTUAL		MONTHLY		CUMULATIVE	
	14 - 18	MONTHLY	CUMULATIVE	MONTHLY	CUMULATIVE	AMOUNT	PERCENT	AMOUNT	PERCENT
Jul	13.72%	2,744	2,744	3,058	3,058	314	11.44%	314	11.44%
Aug	12.16%	2,432	5,176	2,506	5,564	74	3.05%	388	7.50%
Sep	12.02%	2,404	7,580	2,483	8,047	79	3.30%	467	6.17%
Oct	8.68%	1,737	9,316	1,539	9,586	-198	-11.38%	270	2.90%
Nov	4.32%	863	10,180	0	9,586	-863	-100.00%	-594	-5.83%
Dec	2.57%	513	10,693	0	9,586	-513	-100.00%	-1,107	-10.35%
Jan	2.78%	556	11,249	0	9,586	-556	-100.00%	-1,663	-14.78%
Feb	3.61%	721	11,970	0	9,586	-721	-100.00%	-2,384	-19.91%
Mar	6.67%	1,334	13,303	0	9,586	-1,334	-100.00%	-3,717	-27.94%
Apr	9.15%	1,829	15,132	0	9,586	-1,829	-100.00%	-5,546	-36.65%
May	11.49%	2,299	17,431	0	9,586	-2,299	-100.00%	-7,845	-45.01%
Jun	12.84%	2,569	20,000	0	9,586	-2,569	-100.00%	-10,414	-52.07%
TOTAL	100.00%	20,000							

TARGETED BUDGETED REVENUES				\$ 447,939.00 CITY REVENUE REPORTS		DIFFERENCE			
	AVG %	BUDGETED 19		ACTUAL		MONTHLY		CUMULATIVE	
	14 - 18	MONTHLY	CUMULATIVE	MONTHLY	CUMULATIVE	DOLLAR	PERCENT	DOLLAR	PERCENT
Jul	14.11%	\$ 63,211.98	\$ 63,211.98	\$61,583.83	\$ 61,583.83	-\$ 1,628.15	-2.58%	-\$ 1,628.15	-2.58%
Aug	11.86%	\$ 53,122.31	\$ 116,334.29	\$52,172.94	\$ 113,756.77	-\$ 949.37	-1.79%	-\$ 2,577.52	-2.22%
Sep	11.89%	\$ 53,281.38	\$ 169,615.67	\$38,134.04	\$ 151,890.81	-\$ 15,147.34	-28.43%	-\$ 17,724.86	-10.45%
Oct	9.69%	\$ 43,425.52	\$ 213,041.20	\$34,680.83	\$ 186,571.64	-\$ 8,744.69	-20.14%	-\$ 26,469.56	-12.42%
Nov	5.43%	\$ 24,342.35	\$ 237,383.55	\$0.00	\$ 186,571.64	-\$ 24,342.35	-100.00%	-\$ 50,811.91	-21.40%
Dec	3.08%	\$ 13,802.23	\$ 251,185.77	\$0.00	\$ 186,571.64	-\$ 13,802.23	-100.00%	-\$ 64,614.13	-25.72%
Jan	2.49%	\$ 11,158.55	\$ 262,344.32	\$0.00	\$ 186,571.64	-\$ 11,158.55	-100.00%	-\$ 75,772.68	-28.88%
Feb	2.57%	\$ 11,511.05	\$ 273,855.38	\$0.00	\$ 186,571.64	-\$ 11,511.05	-100.00%	-\$ 87,283.74	-31.87%
Mar	5.36%	\$ 24,005.86	\$ 297,861.24	\$0.00	\$ 186,571.64	-\$ 24,005.86	-100.00%	-\$ 111,289.60	-37.36%
Apr	8.87%	\$ 39,725.45	\$ 337,586.69	\$0.00	\$ 186,571.64	-\$ 39,725.45	-100.00%	-\$ 151,015.05	-44.73%
May	12.21%	\$ 54,698.92	\$ 392,285.60	\$0.00	\$ 186,571.64	-\$ 54,698.92	-100.00%	-\$ 205,713.96	-52.44%
Jun	12.42%	\$ 55,653.40	\$ 447,939.00	\$0.00	\$ 186,571.64	-\$ 55,653.40	-100.00%	-\$ 261,367.36	-58.35%
TOTAL	100.00%	\$ 447,939.00							

TARGETED BUDGETED EXPENDITURES.....				\$623,056 2018-19		DIFFERENCE			
	AVG %	BUDGETED 18		ACTUAL		MONTHLY		CUMULATIVE	
	14 - 18	MONTHLY	CUMULATIVE	MONTHLY	CUMULATIVE	AMOUNT	PERCENT	AMOUNT	PERCENT
Jul	7.27%	45,269.89	45,269.89	\$52,496.26	\$52,496.26	\$7,226.37	15.96%	\$7,226.37	15.96%
Aug	9.86%	61,449.80	106,719.69	\$67,396.52	\$119,892.78	\$5,946.72	9.68%	\$13,173.09	12.34%
Sep	8.72%	54,355.75	161,075.43	\$58,263.03	\$178,155.81	\$3,907.28	7.19%	\$17,080.38	10.60%
Oct	9.63%	59,970.87	221,046.30	\$54,177.41	\$232,333.22	-\$5,793.46	-9.66%	\$11,286.92	5.11%
Nov	7.52%	46,884.21	267,930.51	\$0.00	\$232,333.22	-\$46,884.21	-100.00%	-\$35,597.29	-13.29%
Dec	8.81%	54,904.80	322,835.31	\$0.00	\$232,333.22	-\$54,904.80	-100.00%	-\$90,502.09	-28.03%
Jan	6.83%	42,580.73	365,416.04	\$0.00	\$232,333.22	-\$42,580.73	-100.00%	-\$133,082.82	-36.42%
Feb	6.10%	38,014.56	403,430.60	\$0.00	\$232,333.22	-\$38,014.56	-100.00%	-\$171,097.38	-42.41%
Mar	8.09%	50,424.89	453,855.48	\$0.00	\$232,333.22	-\$50,424.89	-100.00%	-\$221,522.26	-48.81%
Apr	8.84%	55,095.17	508,950.66	\$0.00	\$232,333.22	-\$55,095.17	-100.00%	-\$276,617.44	-54.35%
May	8.64%	53,818.27	562,768.92	\$0.00	\$232,333.22	-\$53,818.27	-100.00%	-\$330,435.70	-58.72%
Jun	9.68%	60,287.08	623,056.00	\$0.00	\$232,333.22	-\$60,287.08	-100.00%	-\$390,722.78	-62.71%
TOTAL	100.00%	623,056.00							

**Carthage Public Library
Balance Sheet - Cash basis
October 31, 2018**

Assets

Current Assets	\$ 286,972.96
Cash in bank - treasurer's cash	24,009.38
Cash in bank - Simmons Bank	100.00
Cash on hand - circulation desk	40.00
Cash on hand - Internet desk	120.00
Petty cash	451,911.95
MOSIP Investment	763,154.29
Total Current Assets	
Total Assets	<u>\$ 763,154.29</u>

Liabilities and Net Assets

Current Liabilities	\$ 98,639.62
Insurance proceeds payable	98,639.62
Total Current Liabilities	
Total Liabilities	<u>98,639.62</u>
Net Assets	449,365.24
Unrestricted Net Assets	
Temporarily Restricted Net Assets:	6,327.80
Boylan Grant	2,943.26
Carthage Community Foundation	13,853.21
CPL Development Foundation	32,739.74
Debbie Putnam - Ebooks	7,159.87
Library Gardens	(2,106.00)
Racing to Read Grant - 2018	(465.00)
Racing to Read Grant - 2019	307.42
Racing to Read Grant - Local - 2018	3,283.91
Racing to Read Grant - Local - 2019	17,522.50
Spotlight on Literacy Grant - MOSL - 2018	(175.00)
Spotlight on Literacy Grant - MOSL - 2019	9,675.14
Spotlight on Literacy Grant - Local - 2018	17,083.25
Spotlight on Literacy Grant - Local - 2019	47,641.68
Steadley Trust	167.15
Summer reading program - Local	2,835.82
Summer reading program - MOSL grant	10,000.00
Thelma Stanley Foundation Grant	195,998.47
Operational reserves	(149,643.79)
Change in net assets	664,514.67
Total Net Assets	
Total Liabilities and Net Assets	<u>\$ 763,154.29</u>

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash Basis
For the one month and four months ended October 31, 2018

	2018	Monthly	Monthly	2018	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Revenue						
Book sale income	\$ 153.05	\$ 250.00	\$ (96.95)	\$ 682.55	\$ 3,000.00	\$ (2,317.45)
Copier income	866.10	583.34	282.76	2,835.40	7,000.00	(4,164.60)
Donations	56.50	0.00	56.50	15,337.88	0.00	15,337.88
Donations-restricted	5,359.53	625.00	4,734.53	26,340.48	7,500.00	18,840.48
Fax income	143.20	83.34	59.86	585.30	1,000.00	(414.70)
Fine income	635.70	500.00	135.70	2,479.36	6,000.00	(3,520.64)
Interest income	864.88	166.67	698.21	2,704.05	2,000.00	704.05
Non-resident fee income	560.00	666.67	(106.67)	3,060.00	8,000.00	(4,940.00)
Payment for lost books	57.59	27.78	29.81	285.83	333.33	(47.50)
Postage income	4.00	27.78	(23.78)	14.00	333.33	(319.33)
State aid	2,731.82	750.00	1,981.82	2,731.82	9,000.00	(6,268.18)
Sur tax	0.00	1,000.00	(1,000.00)	0.00	12,000.00	(12,000.00)
Tax income	139.77	16,916.67	(16,776.90)	2,544.08	203,000.00	(200,455.92)
Tax income - Park and storm water	34,076.10	37,558.42	(3,482.32)	162,065.46	450,701.00	(288,635.54)
Other income	552.50	27.78	524.72	780.57	333.34	447.23
Total revenue	46,200.74	59,183.45	(12,982.71)	222,446.78	710,201.00	(487,754.22)

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and four months ended October 31, 2018

	2018	Monthly	Monthly	2018	Annual	Annual
	Month Actual	Budget	Variance	Year to date	Budget	Variance
Operating Expenses						
Salaries	35,927.45	39,000.00	3,072.55	155,450.92	468,000.00	312,549.08
Lagers	1,704.55	1,581.83	(122.72)	7,251.56	18,982.00	11,730.44
Insurance - health	437.44	416.66	(20.78)	2,390.41	5,000.00	2,609.59
Payroll taxes - FICA	2,748.47	2,983.50	235.03	11,895.53	35,802.00	23,906.47
Total payroll expenses	40,817.91	43,981.99	3,164.08	176,988.42	527,784.00	350,795.58
Employee goodwill	341.44	250.00	(91.44)	1,287.78	3,000.00	1,712.22
Advertising	214.00	166.66	(47.34)	214.00	2,000.00	1,786.00
Audio-visuals	24.99	333.33	308.34	403.46	4,000.00	3,596.54
Books	3,092.48	2,500.00	(592.48)	10,496.98	30,000.00	19,503.02
Books - children's	4,967.79	1,250.00	(3,717.79)	4,998.23	15,000.00	10,001.77
Contract fees	910.19	3,083.33	2,173.14	16,672.34	37,000.00	20,327.66
Dues and travel	925.65	833.33	(92.32)	3,078.61	10,000.00	6,921.39
Ebooks	0.00	291.66	291.66	3,200.00	3,500.00	300.00
Furniture and equipment	1,563.99	1,159.75	(404.24)	7,962.59	13,917.00	5,954.41
Information technology (IT)	0.00	583.33	583.33	2,497.57	7,000.00	4,502.43
Insurance	0.00	1,750.00	1,750.00	2,658.00	21,000.00	18,342.00
Legal and professional	0.00	583.33	583.33	4,100.00	7,000.00	2,900.00
Periodicals	24.41	500.00	475.59	3,444.03	6,000.00	2,555.97
Postage	15.99	125.00	109.01	449.52	1,500.00	1,050.48
Programs - adult	0.00	291.66	291.66	629.36	3,500.00	2,870.64
Programs - children	28.90	1,083.33	1,054.43	1,811.59	13,000.00	11,188.41
Programs, teens	0.00	83.33	83.33	38.75	1,000.00	961.25
Repairs and maintenance	90,660.97	9,166.66	(81,494.31)	114,759.79	110,000.00	(4,759.79)
Supplies	677.56	2,083.33	1,405.77	5,101.29	25,000.00	19,898.71
Telephone	88.55	333.33	244.78	1,510.62	4,000.00	2,489.38
Utilities	2,343.77	2,916.66	572.89	9,787.64	35,000.00	25,212.36
Total expenses and losses	105,880.68	29,368.02	(76,512.66)	195,102.15	352,417.00	157,314.85
	146,698.59	73,350.01	(73,348.58)	372,090.57	880,201.00	508,110.43

See accountant's compilation report.

Carthage Public Library
Statements of Income and Other Changes in Net Assets - Cash basis
For the one month and four months ended October 31, 2018

	2018 Month Actual	Monthly Budget	Monthly Variance	2018 Year to date	Annual Budget	Annual Variance
Increase/(Decrease) in unrestricted net assets before transfers	(100,497.85)	(14,166.56)	(86,331.29)	(149,643.79)	(170,000.00)	20,356.21
Transfers from temporary restricted	48,796.36	14,166.67	34,629.69	66,512.40	170,000.00	(103,487.60)
Transfers to temporary restricted	(9,411.53)	0.00	(9,411.53)	(26,301.53)	0.00	(26,301.53)
Increase/(Decrease) in unrestricted net assets	(61,113.02)	0.11	(61,113.13)	(109,432.92)	0.00	(109,432.92)
Changes in temporarily restricted net assets						
Racing to Read Grant - 2018	4,052.00			2,026.00		
Racing to Read Grant - 2019	0.00			3,237.00		
Racing to Read Grant - Local - 2019	0.00			10,000.00		
Spotlight on Literacy Grant - MOSL - 2018	0.00			2,206.25		
Spotlight on Literacy Grant - MOSL - 2019	0.00			3,500.00		
Spotlight on Literacy Grant - Local - 2018	0.00			(10,000.00)		
Spotlight on Literacy Grant - Local - 2019	0.00			10,000.00		
Summer reading program	0.00			(27.25)		
Summer reading program - MOSL grant	5,359.53			5,359.53		
Boylan Grant	0.00			(215.13)		
Carthage Community Foundation	0.00			(2,943.26)		
Library Gardens	(251.69)			(1,305.34)		
Racing to Read Grant - 2018	0.00			80.00		
Racing to Read Grant - 2019	(190.00)			(830.00)		
Racing to Read Grant - Local - 2018	(503.12)			(307.42)		
Racing to Read Grant - Local - 2019	(28.90)			(957.88)		
Spotlight on Literacy Grant - MOSL - 2018	0.00			271.25		
Spotlight on Literacy Grant - MOSL - 2019	(180.00)			(3,800.00)		
Spotlight on Literacy Grant - Local - 2018	0.00			324.86		
Spotlight on Literacy Grant - Local - 2019	(2,237.40)			(5,282.37)		
Steadley Trust	(45,000.00)			(45,000.00)		
Summer reading program	(47.30)			(307.65)		
Summer reading program - MOSL grant	(357.95)			(3,253.02)		
Thelma Stanley Foundation Grant	0.00			(2,987.04)		
Increase/(Decrease) in temporarily restricted net assets	(39,384.83)			(40,210.37)		
Change in net assets	\$ (100,497.85)			\$ (149,643.79)		

See accountant's compilation report.

Carthage Public Library
Gift Account Activity
For the one month and four months ended October 31, 2018

	Beginning Balance	Increases	Decreases	Ending Balance
Boylan Grant	\$ 6,327.80	\$ 0.00	\$ (215.13)	\$ 6,112.67
Carthage Community Foundation	2,943.26	0.00	(2,943.26)	0.00
CPL Development Foundation	13,853.21	0.00	0.00	13,853.21
Debbie Putnam - Ebooks	32,739.74	0.00	0.00	32,739.74
Library Gardens	7,159.87	0.00	(1,305.34)	5,854.53
Racing to Read Grant - 2018	(2,106.00)	2,026.00	80.00	0.00
Racing to Read Grant - 2019	(465.00)	3,237.00	(830.00)	1,942.00
Racing to Read Grant - Local - 2018	307.42	0.00	(307.42)	0.00
Racing to Read Grant - Local - 2019	3,283.91	10,000.00	(957.88)	12,326.03
Spotlight on Literacy Grant - MOSL - 2018	17,522.30	2,206.25	271.25	20,000.00
Spotlight on Literacy Grant - MOSL - 2019	(175.00)	3,500.00	(3,800.00)	(475.00)
Spotlight on Literacy Grant - Local - 2018	9,675.14	(10,000.00)	324.86	0.00
Spotlight on Literacy Grant - Local - 2019	17,083.25	10,000.00	(5,282.37)	21,800.88
Steadley Trust	47,641.68	0.00	(45,000.00)	2,641.68
Summer reading program - Local	167.15	(27.25)	(307.05)	(167.15)
Summer reading program - MOSL grant	2,835.82	5,359.53	(3,253.02)	4,942.33
Thelma Stanley Foundation Grant	10,000.00	0.00	(2,987.04)	7,012.96
Operational reserves	195,998.47	0.00	0.00	195,998.47
Totals	\$ 364,793.22	\$ 26,301.53	\$ (66,512.40)	\$ 324,582.35

See accountant's compilation report.

Director's Progress and Service Report

November 2018, Julie Yockey, Director

It seems to my family that I spend more time in Carthage than I do in Lamar. Probably true, and if Jim didn't have a job he loved, and if our home and grandkids were not all so close, we would live here. I love this community and the opportunities it has afforded Jim and I. The happiness on my face when I talk about my library is noticed by so many. Whenever I run into people at home they always ask about my job and if I still love it, of course! I also tell them that I have only wanted to quit two or three times in six years, so I assume that isn't too bad a record. I have a mentor, who tries to teach me about business and leadership, and he told me right off the bat "Put more back into your community than you take out." I feel that we as a public library are doing just that, and with my Board behind me every step of the way we will hopefully be able, in the very near future, to open up more opportunities to our patrons! After two years of investigation and much labor, a grant has been submitted for funding support to build an education/multipurpose building on the Library Gardens. We are out of space, just take a walk through the library and you will see what I mean. Try to find a parking spot during an event, there is none! If the grant gods smile upon us, we will be able to keep up progressively within the library community, and open up tons of new opportunities to the public. Stay tuned.....

During October we lost two employees who moved on to full time positions elsewhere. Hiring new employees and training them is expensive not to mention costly. We are such a tight knit library family that everyone pitches in to train new staff, and we pray the two employees work out well for us. The new minimum wage law that was passed last week is going to have a very large financial effect on everyone, including us.

We now have our very own Master Gardener, and he has been given the esteemed title by Master Gardeners of "Project Administrator." For quite a few weeks Jerry worked all day at his full time job, came here and ran himself ragged taking care of us, then went to Master Gardener classes at

night. He has done a tremendous job getting our building and grounds back on track as he takes so much pride in his work, and I am thankful every day to have him work for us.

The Community Room and IT office have been completed and we hope to have everything cleaned up, sorted and stored somewhere in time to have Santa for Story Time Dec. 19. On December 20 we will have a Professional Development Day which will involve new Missouri Evergreen training. We will also have a tremendous young lady whom I met at the Missouri Library Association Conference who is the IT administrator at the Daniel Boone Library in Columbia. She is going to do a session with my staff on customer service techniques as well as coping skills for dealing with the jobs we have. We will also have training that day with Jerry on how to use our new defibulator that was given to us by the City of Carthage. Jerry is also a certified EMT and has the qualifications to train us. Of course, we will have our holiday lunch at that time as well.

Life in general, as well as at the library is calming some, and we all look forward to decorating for the holidays! Remember that a gift certificate for a non-resident library card makes a great Christmas gift.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Julie Vockey", with a long, sweeping horizontal line extending to the right.

Julie Vockey, Director

"The most important asset of any library goes home at night—the library staff."

CIRCULATION REPORT for October 2018

New Books/Periodicals	
Adult Books	208
Adult Periodicals	90
YA Books	7
YA Periodicals	6
Juvenile Books	25
Juv Periodicals	17
Totals	353

New Applications	
Adult	69
Juvenile	47
Total	116

AWE Computers	
AWE #1	90
AWE #2	81
AWE #3 (Bilingual)	72
AWE #4 (Bilingual)	41
Total	284

Computer Use	
Adult	687
Reference/Genealogy	13
Microfilm	6
Juvenile	127
Tablets	37
AWE	284
Teen Laptops	116
Wireless	386
Total	1656

Circulation	Adult	YA	Juvenile	Total
Books	2041	191	2385	4617
Periodicals	81	10	0	91
Audio	102	0	32	134
Visual	746	-	-	746
Circulating Electronics	4	-	-	4
eBooks	786	92	139	1017
Totals	3760	293	2556	6609
In House Use	171	-	-	171
Courier	Lending 505	Borrowing 310		Total 815
Circulation Total				7595

Learning Express	NewsBank	Ebscohost	HeritageQuest	Total
0	8	0	19	27

ENGLISH	Adult	YA	Juvenile	Total
Programs	0	0	13	13
Attendees	0	0	455	455

SPANISH	Adult	Juvenile	Total
Programs	10	4	14
Attendees	54	89	143

	Requests	Filled
ILL Requests Made	3	2
ILL Requests Rec'd	132	0

Door Count	N/A
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	Adult	YA	Juvenile	Total
Mending	12	5	17	34
Discards	9	1	8	18
Corrective Processing	8	0	41	49

"Rosenberg's Rules of Order"

(Simple Rules of Parliamentary Procedure for the 21st Century)

Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules - "Robert's Rules of Order" - which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time, and for another purpose. If one is chairing or running a Parliament, then "Robert's Rules of Order" is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of, say, a 5-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of "Rosenberg's Rules of Order."

What follows is my version of the rules of parliamentary procedure, based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars: (1) Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings. (2) Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate. (3) Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process. (4) Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, and fully participate in the process.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the Chair of the body who is charged with applying the rules in the conduct of the meeting. The Chair should be well versed in those rules. The Chair, for all intents and purposes, makes the final ruling on the rules every time the Chair states an action. In fact, all decisions by the Chair are final unless overruled by the body itself.

Since the Chair runs the conduct of the meeting, it is usual courtesy for the Chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the Chair should not participate in the debate or discussion. To the contrary, the Chair as a member of the body has the full right to participate in the debate, discussion and decision-making of the body. What the Chair should do, however, is strive to be the last to speak at the discussion and debate stage, and the Chair should not make or second a motion unless the Chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. And each agenda item can be handled by the Chair in the following basic format:

First, the Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The Chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the Chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the Chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of public speakers. At the conclusion of the public comments, the Chair should announce that public input has concluded (or the public hearing as the case may be is closed).

Fifth, the Chair should invite a motion. The Chair should announce the name of the member of the body who makes the motion.

Sixth, the Chair should determine if any member of the body wishes to second the motion. The Chair should announce the name of the member of the body who seconds the motion. (It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the Chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the Chair.)

Seventh, if the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one of three ways: (1) The Chair can ask the maker of the motion to repeat it. (2) The Chair can repeat the motion. (3) The Chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the Chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the Chair takes a vote. Simply asking for the "ayes", and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain". Unless the rules of the body provide otherwise (or unless a super-majority is required as delineated later in these rules) then a simple majority determines whether the motion passes or is defeated.

Tenth, the Chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the Chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision-making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the Chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words: "I move" So, a typical motion might be: "I move that we give 10-day's notice in the future for all our meetings."

The Chair usually initiates the motion by either (1) Inviting the members of the body to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the body. "A motion would be in order that we give 10-day's notice in the future for all our meetings." (3) Making the motion. As noted, the Chair has every right as a member of the body to make a motion, but should normally do so only if the Chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a 5-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion which is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So that if a member makes what that member calls a "motion to amend", but the Chair determines that it is really a "substitute motion", then the Chair's designation governs.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to have a 5-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a 5-member committee to plan and put

on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the Chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Chair would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

Second, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be 5 members or 10 members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the Chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (5-member committee), or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the Chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the Chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a 2/3 vote of the body. Note: that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a 2/3 vote of the body. A similar motion is a **motion to object to consideration of an item.** This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a 2/3 vote.

Majority and Super-Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a 7-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which, effectively, cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a 2/3 majority (a super-majority) to pass:

Motion to limit debate. Whether a member says "I move the previous question" or "I move the question" or "I call the question" or "I move to limit debate", it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a 2/3 vote to pass.

Motion to close nominations. When choosing officers of the body (like the Chair) nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a 2/3 vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled, or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a 2/3 vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a 2/3 vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate, perhaps disagreement and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to a re-opener if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and by a 2/3 majority, can allow a motion to reconsider to be made at another time.) Second, a motion to reconsider can only be made by certain members of the body. Accordingly, a motion to reconsider can only be made by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again. That would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak.

The Chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The Chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "point of privilege." The Chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "point of order." Again, the Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Chair discovers that the agenda has not been followed, the Chair simply reminds the body to return to the agenda item properly before them. If the Chair fails to do so, the Chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the Chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.